

**SOUTH CAROLINA
DEPARTMENT OF HEALTH AND ENVIRONMENTAL
CONTROL**

OFFICE OF OCEAN AND COASTAL RESOURCE MANAGEMENT



**PERMIT APPLICATION PACKET
FOR ACTIVITIES IN THE
SOUTH CAROLINA CRITICAL AREA**

AUGUST 2006, REVISED



PERMIT APPLICATION PACKET Table of Contents

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

CONTENTS

Contents -----	Page	1
Fee Schedule-----	Page	2
Application Instructions -----	Page	3
Newspaper Public Notice-Instructions -----	Page	4
Drawing / Location Map Requirements -----	Pages	5 & 6
Application -----	Page	7 & 8
Affidavit of Ownership or Control Form -----	Page	9
Sample Application -----	Pages	10 & 11
Example Professional Dock Drawings (for reference only)-----	Pages	12 & 13

NOTE: All applications for beachfront projects must include a certified copy of a plat which delineates the location of the baseline, and setback line on the subject property. Contact one of the OCRM offices to find out how to locate these lines.

Processing times as listed in R61-30(H)(3)(Critical Area Permits):

Minor Activities 30 days; major Activities 90 days; extensions or transfers of minor activities 15 days; extensions of major activities, 30 days; amendments of minor activities 30 days; amendments of major activities 90 days. Major activities requiring other State actions (i.e. 401 Water Quality Certification) will require longer processing times. Incomplete applications, illegible drawings, or incorrect fees will delay processing.



**PERMIT
APPLICATION
Administrative Fee Schedule**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

ADMINISTRATIVE FEE SCHEDULE FOR PERMIT APPLICATIONS

*****Please note that SCDHEC – OCRM can not accept Cash for Fees*****

MINOR ACTIVITY FEES: (any erosion control & private docks)

All defined minor activities including private docks with walkways 101' and longer, additions not covered or applicable under the dock general permit (including any type of boat storage dock, floating jet dock, etc) and erosion control devices= **\$250.00**

Private docks with walkways 100' or less = **\$150.00**

Amendments for minor activities requiring public notice = **\$100.00**

Transfers and Extensions for minor activities = **\$25.00**

MAJOR ACTIVITY FEES: (ANY structures/activity that is not defined as a 'minor activity', but are for example bridges (vehicular and nonvehicular), boat ramps, marinas, residential or commercial dredging, community docks, community facilities etc...)

All major activities = **\$1000.00**

Amendments for major activities requiring public notice = **\$1000.00**

Transfers and Extensions for major activities = **\$100.00**

NOTE: Permit fees for blanket dock applications: Each individual dock will be assessed using the fee schedule listed above. If a community dock or boat ramp (or other defined major activity) is bundled with a private dock application, then the fee for the community dock and/or a community boat ramp will apply **IN ADDITION** to the fees for all of the private docks. For example, the fee for an application that includes 10 private docks over 100' in length, a community dock, and a community boat ramp will be \$4500.

ALL OTHER FEES:

Local Agency = \$250.00

State Agency = No fee

Dock General Permit = \$100.00 **

** Activities authorized under dock general permit GP-03-001 can be found at www.scdhec.gov/ocrm. However, the Agency reserves the right to require a full critical area permit application at its discretion.

Applications will not be processed until the appropriate administrative fee is received. This fee is non-refundable and has no bearing on the outcome of the application.

This fee schedule is subject to change by the SCDHEC OFFICE OF OCEAN AND COASTAL RESOURCE MANAGEMENT.

All checks should be made payable to SCDHEC – OCRM.

08/06



PERMIT APPLICATION PACKET Instructions

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

IMPORTANT: Read this page before attempting to complete this application.

All activities which result in the alteration of the coastal waters, tidal wetlands and beach/dune system require authorization from the SCDHEC Office of Ocean and Coastal Resource Management.

Permit Application Checklist:

- ☐ 1. Two page application form (pages 4 and 5) filled out completely, **signed by the applicant and the agent (if there is an agent)**. Print clearly and use black ink. (See examples on pages 9 and 10)
- ☐ 2. The non-refundable administrative application fee (see fee schedule on page 2). Make checks payable to SCDHEC-OCRM.
- ☐ 3. Affidavit of Ownership or Control form (page 6) completed, signed and notarized, including one of the following: 1) Legal description and/or copy of the certified plat of the property 2) A certified copy of the deed, lease, easement, or other instrument under which the applicant claims title, or permission from the owner of the property to carry out the proposed activity. Please note that professional dock drawings do not satisfy the proof of ownership requirement.
- ☐ 4. **As of JULY 24, 2006, all drawings submitted as required by any application/amendment request must be produced, stamped and signed by one of the following professional groups: registered land surveyors, registered professional engineers, registered landscape architects. These individuals must be licensed in the state of South Carolina. OCRM will not accept hand drawings or other drawings not meeting these criteria. Applications with drawings judged to be **inexact and unprofessional will not be placed on public notice and will be returned to the applicant.****
- ☐ 5. A location map(s) showing the location of the proposed activity. (See requirements and instructions on page 5.)
- ☐ 6. Submit 1-5 above to SCDHEC-OCRM. An OCRM project manager may require additional information.
- ☐ 7. Run newspaper public notice (see page 7) and when available submit the affidavit of publication to OCRM. ****The newspaper notice must run within fifteen days of the OCRM public notice. Affidavits of Publication outside of this window will be returned and a new ad will need to be placed in the appropriate newspaper.**

South Carolina Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
1362 McMillan Ave., Suite 400
Charleston, South Carolina 29405

South Carolina Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
927 Shine Ave
Myrtle Beach, SC 29577

South Carolina Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
104 Parker Drive
Beaufort, South Carolina 29906



**PERMIT
APPLICATION
Newspaper Notice Publication**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

NOTIFICATION OF NEWSPAPER NOTICE

As required in Section 14(C) of Act 123 of 1977, applicants for Office of Ocean and Coastal Resource Management permits must publish a notice in an appropriate newspaper. For a minor activity, this notice must run in a newspaper published in the county where the activity is taking place. A minor activity is defined as a private, recreational dock or erosion control such as a bulkhead or revetment. Any activity which does not meet the definition of a minor activity is classified as a major activity. Applications for a major activity must be advertised both in a newspaper published in the county where the activity is taking place and a newspaper of statewide circulation (The State, The Greenville News, or The Post and Courier). If the county newspaper is the Post and Courier, then only one (1) advertisement is required. The newspaper notice need only run one time, but applications should be submitted to the Office of Ocean and Coastal Resource Management prior to the ad placement. After the ad(s) have been run, the newspaper will send the applicant an affidavit of publication, which must be forwarded to the Office of Ocean and Coastal Resource Management. A permit cannot be issued until the proof of publication is received. The following form shall be used for newspaper publication: (NOTE – this ad must run in the paper for ONE DAY with the appropriate comment time inserted)

PUBLIC NOTICE

(**Applicant**) will apply (**has applied**) to the South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management for a permit to (**specific description of work**) for (**public/private**) use, at/in (**street address or lot/block number and name of waterway**). Comments will be received by the Office of Ocean and Coastal Resource Management , (**insert appropriate address - see below**) by (**insert date, 10 days after date of publication for minor activity and 15 days after publication date for a major activity**).

All major permits and minor permits in Charleston, Berkeley and Dorchester Counties and the Edisto Island and Edisto Beach areas of Colleton County:

1362 McMillan Avenue, Suite 400
Charleston, South Carolina 29405

Minor permits in Georgetown and Horry Counties:

927 Shine Ave.
Myrtle Beach, South Carolina 29577

Minor permits in Beaufort, Jasper and Colleton Counties except Edisto Island and Edisto Beach areas:

104 Parker Drive
Beaufort, South Carolina 29906



**PERMIT
APPLICATION**
Drawing/Location Map
Requirements

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

DRAWING / LOCATION MAP REQUIREMENTS

GENERAL

1. Submit one original copy of all drawings, surveys, and maps on the blank sheets provided or on **8 ½ by 11-inch plain white paper** (unruled) with a one-inch margin left at the top edge of each sheet for binding purposes and a 1/2-inch margin on the other three sides. Submit the fewest number of sheets necessary to adequately show the proposed activity and its location. Show scale or indicate that drawing is not to scale.
2. Registered surveys, drawings and maps should include a label indicating applicant, location, county, activity and date. The P/N # will be added by OCRM.
3. Since drawings and maps must be reproduced photographically, color shading cannot be used. Drawings may show work as dot shading, hatching, cross-hatching or similar graphic symbols. Do not use pencil or blue ink. Use black ink only.
4. Clearly show and label any existing or previously permitted structures or activity.
5. Clearly and completely label all components of drawings and maps.
6. For beachfront activities the drawing must show the location of baseline and setback lines.

LOCATION MAP (Must be sufficient for field personnel to locate site. This may require more than one map and should include written directions. Include gate codes if in a gated community).

1. Show location of activity with a clearly seen site arrow and label and show name of waterway. Include, when possible, written directions on map with landmarks noted.
2. Include a plat map or more specific map of the area or subdivision if available.
3. Identify map or chart from which vicinity map(s) was taken, if applicable.
4. Show north arrow.

REGISTERED DRAWINGS FOR PLAN VIEW

1. Show critical area line (shoreline) in relation to the proposed activity and any adjacent existing structures. Show all upland property boundaries and width of property at critical area line (shoreline).
2. Show north arrow and direction of flood and ebb tide.
3. Show name of waterway and mean high and mean low water lines.
4. Show edge of marshgrass and distance of structure from edge of marshgrass.
5. Show distance from marshgrass to marshgrass or distance across channel or to navigation channel where applicable. Show all water bodies within the extended property lines.
6. Show dimensions of structures and distance from property lines, extended property lines or dock corridor lines.
7. Show and label adjacent property owners.
8. For applications involving beachfront activity, a certified plat must be submitted which clearly shows the location of the baseline, and setback lines.
9. For beachfront applications involving rebuilding, a certified plat must be submitted which show the previous improvements.

REGISTERED DRAWINGS FOR SIDE VIEW

1. Show high and low water and distance above high water.
2. Show critical area line (shoreline) in relation to structure.
3. Show edge of marshgrass and distance of structure from edge of marshgrass.
4. See 8 and 9 under Plan View.

Note: Additional information may be required depending on the nature of the project.



**PERMIT
APPLICATION**
Drawing/Location Map
Requirements

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

DRAWING / LOCATION MAP REQUIREMENTS
Continued

Additional Submittal Requirements For Projects Involving Coastal Islands

Pursuant to an opinion from Attorney General Henry McMaster, DHEC-OCRM will require additional information. This additional information will be required for those applications proposing work on all coastal islands:

- A copy of the document upon which you rely for the original grant of the marsh island from the State or predecessor sovereign (e.g. a King's grant or Lord Proprietors' grant)
- An attorney's title opinion
- The accompanying abstract of title

DHEC-OCRM will forward this submitted information to the South Carolina Attorney General's office for their appropriate review of title claim. DHEC-OCRM will place your application on public notice, but *will not* process your application to a conclusion until we have received the title opinion from the Attorney General.

Coastal Island as defined in Regulation 30-01-D(10) - an area of high ground above the critical area delineation that is separated from other high ground areas by coastal tidelands or waters. An island connected to the mainland or other island only by a causeway is also considered a coastal island. The purpose of this definition is to include all islands except those that are essentially mainland, i.e., those that already have publicly accessible bridges and/or causeways. The following islands shall not be deemed a coastal island subject to this section due to their large size and developed nature: Waites Island in Horry County; Pawleys Island in Georgetown County; Isle of Palms, Sullivan's Island, Folly Island, Kiawah Island, Seabrook Island, Edisto Island, Johns Island, James Island, Woodville Island, Slann Island and Wadmalaw Island in Charleston County; Daniel Island in Berkeley County; Edisto Beach in Colleton County; Harbor Island, Hunting Island, Fripp Island, Hilton Head Island, St. Helena Island, Port Royal Island, Ladies Island, Spring Island and Parris Island in Beaufort County.

AS-BUILT REQUIREMENTS

Any applications marked July 1, 2005 and after will require as-built surveys on every issued dock permit. Surveys must include all components of the constructed structure with appropriate offsets and water body criteria, and also must include the walkway start and end point located with a Global Positioning System (GPS) and shown in State Plane Coordinate datum. This survey must be submitted no later than **three months** after the expiration date of the most recently issued construction placard.



PERMIT APPLICATION

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

NAME & MAILING ADDRESS OF APPLICANT
(and email address if applicable)

NAME AND MAILING ADDRESS OF AUTHORIZED AGENT:
(If an agent is listed, all correspondence will be sent to the agent.)

PHONE #: (Bus.) _____
(Home) _____
(Fax) _____

PHONE #: (Bus.) _____
(Home) _____
(Fax) _____

DESCRIBE THE DIMENSIONS, GENERAL SPECIFICATIONS, AND PURPOSE OF THE PROJECT:

NAMES AND COMPLETE MAILING ADDRESSES OF ADJOINING PROPERTY OWNERS: (If the applicant owns adjoining property, give name and address for nearest property not owned by applicant.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheet of paper if necessary.)

LOCATION OF THE PROJECT (address & directions to the site):

COUNTY: _____

TAX MAP NUMBER (Required on all applications): _____

LOCAL GOVERNING BODY WITH JURISDICTION OVER SITE: _____

NAME OF WATERWAY: _____



PERMIT APPLICATION

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

IS ANY PORTION OF ACTIVITY FOR WHICH AUTHORIZATION IS SOUGHT NOW COMPLETE?

YES ☐ NO ☐

IF "YES", GIVE REASONS, INCLUDING THE MONTH AND YEAR ACTIVITY WAS COMPLETED.
INDICATE EXISTING WORK ON DRAWINGS.

ADDITIONAL REMARKS:

APPLICATION IS HEREBY MADE FOR A PERMIT OR PERMITS TO AUTHORIZE THE ACTIVITIES DESCRIBED HEREIN. I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS APPLICATION, AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE, AND ACCURATE. I FURTHER CERTIFY THAT I POSSESS THE AUTHORITY TO UNDERTAKE THE PROPOSED ACTIVITIES OR I AM ACTING AS THE DULY AUTHORIZED AGENT OF THE APPLICANT.

Signature of Applicant

Date

Signature of Agent (if agent has been listed)

Date

IMPORTANT!! THE APPLICATION MUST BE SIGNED BY THE APPLICANT AND THE AUTHORIZED AGENT (IF AN AGENT HAS BEEN LISTED ON PAGE ONE OF THIS APPLICATION).

The applicant shall permit the SCDHEC Office of Ocean and Coastal Resource Management, the District Engineer, the State Law Enforcement Division, South Carolina Department of Natural Resources, and other State permit inspection agencies, or their representative(s) to make periodic inspection at any time deemed necessary in order to assure that the activity being performed is in accordance with the terms and conditions prescribed herein.



AFFIDAVIT OF OWNERSHIP OR CONTROL

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

I hereby certify that I am the (check one):

- ☐ Record Owner
☐ Lessee
☐ Record Easement Holder
☐ Applicant To Record Owner For Easement
☐ Contract To Purchase Property

of the below described property situated in _____ County, South Carolina; and that said property is all of that said property that is contiguous to and landward of the area in which the work proposed in the permit application is to be conducted. Furthermore, I certify that as record owner, lessee, or record easement holder, I have, or will have prior to undertaking the work, necessary approvals or permission from all other persons with a legal interest in said property to conduct the work proposed in the permit application.

WRITE LEGAL DESCRIPTION OF HIGHLAND (as described in deed, lease, etc.) BELOW OR WRITE "SEE ATTACHED" (in large bold letters) AND ATTACH A COPY OF THE DEED, LEASE, EASEMENT, OR MOST RECENT CERTIFIED PLAT OF THE PROPERTY. IF YOU ARE NOT THE RECORD OWNER, LESSEE OR EASEMENT HOLDER, YOU MUST ALSO SUBMIT WRITTEN PERMISSION FROM THE OWNER OF THE PROPERTY TO CARRY OUT THE PROPOSED ACTIVITY.

I also certify that the project as proposed does not cross any wetlands or areas below mean high water which is in the ownership of other private persons or public or private entities and that there is no disputed claim to the wetlands or areas below mean high water by private person or other entities due to a Kings Grant, State Grant, easement or conveyance or other legal document evidencing ownership of these areas.

Signature of Record Holder or Lessee

Sworn to and subscribed before me at _____, _____ County,
South Carolina, this _____ day of _____, 20____.

Notary Public

My commission expires:



**PERMIT
APPLICATION
Sample Application**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

NAME AND MAILING ADDRESS OF APPLICANT:

Ms. Jane Doe

1000 Water Street

Charleston, S. C. 29414

PHONE #: (Bus.) 555-0000

(Home) 555-0001

(Fax) 555-0202

NAME AND MAILING ADDRESS OF AUTHORIZED AGENT:
(If an agent is listed, all correspondence will be sent to the agent.)

Dock Builders, Inc.

attn: Ted Builder

4444 Ocean Street

Charleston, S. C. 29414

PHONE #: (Bus.) 555-0002

(Home) 555-0003

(Fax) 555-1010

DESCRIBE THE DIMENSIONS, GENERAL SPECIFICATIONS, AND PURPOSE OF THE PROJECT:

Construction of a dock. The dock will have a 4' x 100' walkway leading to a 10' x 10' fixed pierhead.

An 8' x 10' floating dock will be located on the downstream side of the pierhead. The dock will be for private recreational use.

NAMES AND COMPLETE MAILING ADDRESSES OF ADJOINING PROPERTY OWNERS:

Mr. Bob Smith

1002 Water Street.

Charleston, S. C. 29414

Mr. Jack Jones

998 Water Street

Charleston, S. C. 29414

(Attach additional sheet of paper if necessary.)

LOCATION OF THE PROJECT (Address and directions to the site):

At 1000 Water Street in Ocella Subdivision off Hwy. 174, 1 mile past Joe's Seafood near Edisto Beach.

One mile past Joe's Seafood take dirt road (Ocella Subdivision Road) to the left. Take left at stop sign onto Water Street to 5th house on the left.

COUNTY: Charleston

TAX MAP NUMBER (Required on all applications): TMS 219-00-08-014

LOCAL GOVERNING BODY WITH JURISDICTION OVER SITE: Charleston County

NAME OF WATERWAY: Oceanview Creek



**PERMIT
APPLICATION
Sample Application**

S. C. Department of Health and Environmental Control
Office of Ocean and Coastal Resource Management
Charleston Beaufort Myrtle Beach
744-5838 846-9400 238-4528
744-5847(fax) 846-9810(fax) 238-4526(fax)

IS ANY PORTION OF ACTIVITY FOR WHICH AUTHORIZATION IS SOUGHT NOW COMPLETE?

YES ☐ NO ☒

IF "YES", GIVE REASONS, INCLUDING THE MONTH AND YEAR ACTIVITY WAS COMPLETED.
INDICATE EXISTING WORK ON DRAWINGS.

ADDITIONAL REMARKS:

I LIVE IN A GATED COMMUNITY; THE CODE IS 12345.

I HAVE A DOG; PLEASE CALL TO SET UP THE APPOINTMENT FOR YOUR SITE VISIT.

APPLICATION IS HEREBY MADE FOR A PERMIT OR PERMITS TO AUTHORIZE THE ACTIVITIES DESCRIBED HEREIN. I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS APPLICATION, AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE, AND ACCURATE. I FURTHER CERTIFY THAT I POSSESS THE AUTHORITY TO UNDERTAKE THE PROPOSED ACTIVITIES OR I AM ACTING AS THE DULY AUTHORIZED AGENT OF THE APPLICANT.

Jane Doe

Signature of Applicant

4-7-06

Date

Ted Builder

Signature of Agent (if agent has been listed)

4-7-06

Date

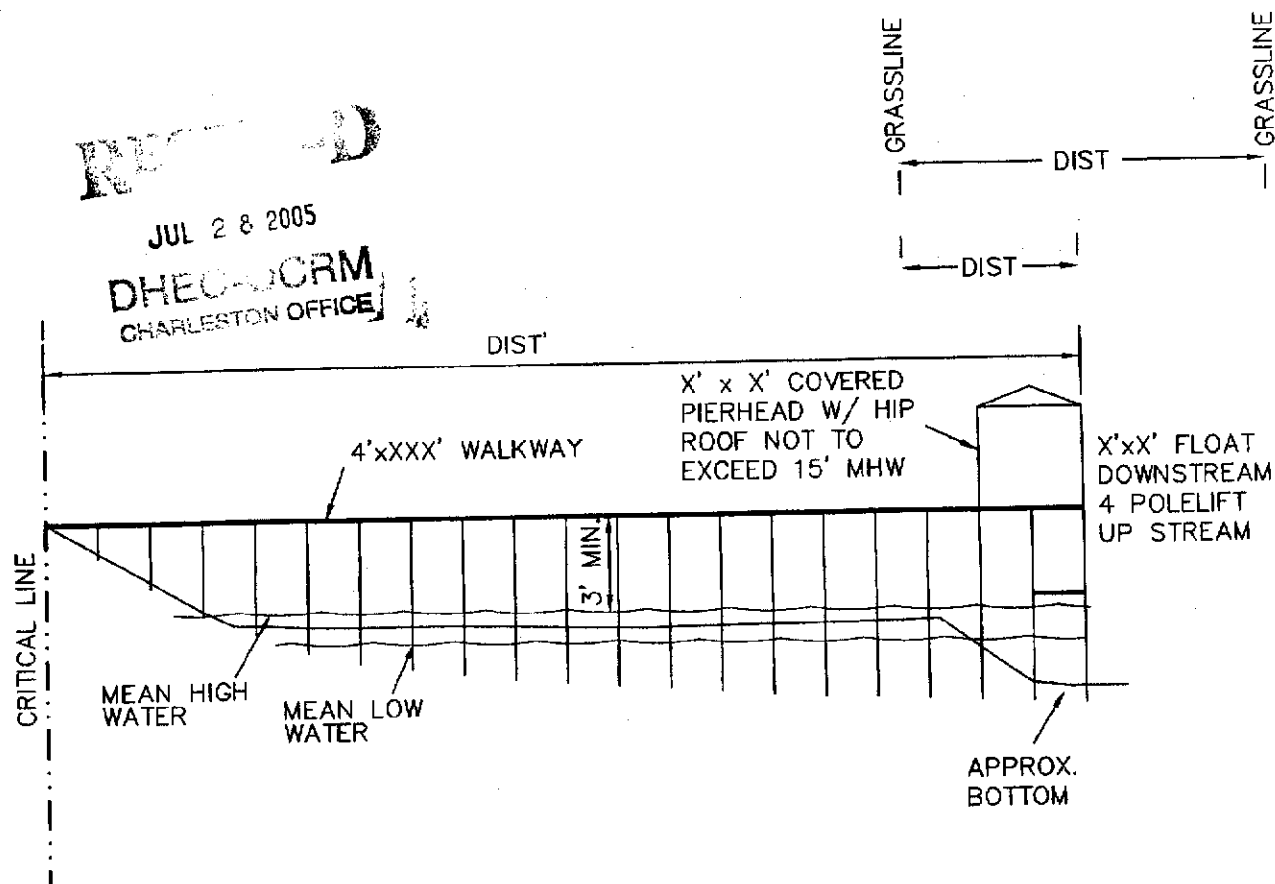
IMPORTANT!! THE APPLICATION MUST BE SIGNED BY THE APPLICANT AND THE AUTHORIZED AGENT (IF AN AGENT HAS BEEN LISTED ON PAGE ONE OF THIS APPLICATION).

The applicant shall permit the SCDHEC Office of Ocean and Coastal Resource Management, the District Engineer, the State Law Enforcement Division, South Carolina Department of Natural Resources, and other State permit inspection agencies, or their representative(s) to make periodic inspection at any time deemed necessary in order to assure that the activity being performed is in accordance with the terms and conditions prescribed herein.

REC'D

JUL 28 2005

DHEC OCRM
CHARLESTON OFFICE



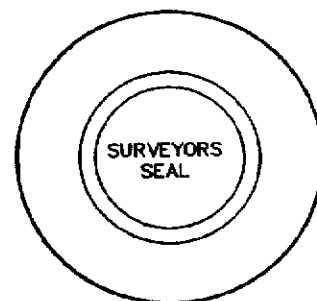
APPLICANT: ANY BODY
STREET ADDRESS
SUBDIVISION
MUNICIPALITY
COUNTY
TMS#
WATERBODY


OCRM DOCK

PRIVATE
RECREATIONAL DOCK

DATE: ANYDAY

NOT TO SCALE



A circular seal with the words "SURVEYORS SEAL" in the center.